

2015-2016

Data Submission Instructions

Indicator 11: 90-Day Timeline

- Data for July 1, 2014– June 30, 2015, will be gathered through CECAS from October 1-22, 2015. Certified submission is due in CECAS by October 22, 2015.
- For referrals that exceeded the timeline for Indicator 11, submit the Indicator 11 *Data Follow- Up Form* by November 16, 2015, to the Monitoring Consultant assigned to your region.
- Compensatory Education data for Indicator 11 must also be submitted by November 16, 2015 using the *Indicator 11 Compensatory Education Data Follow-Up Form*. Submit to the Monitoring Consultant assigned to your region.

Indicator 12: Early Childhood Transition

- By October 22, 2015, submit the spreadsheet with data from July 1, 2014 through June 30, 2015 to ecindicators@dpi.nc.gov .
- For calculation purposes, the child is reported for the year in which he/she was referred from Part C. For the spreadsheet that is to be submitted on October 22, 2015, include all children who received Part C services and were referred to Part B from July 1, 2014 through June 30, 2015. All students must have an IEP developed within 90 days of the referral and receive services by their 3rd birthday. These students must also be included in Indicator 11.
- For referrals that exceeded the timeline for Indicator 12, submit the *Indicator 12 Data Follow-Up Form* by November 16, 2015. Submit to the Monitoring Consultant assigned to your region.

Note: Charter Schools do not need to submit an Indicator 12 spreadsheet this year.

Transportation (Submit to the Monitoring Consultant assigned to your region)

- Complete and maintain *Transportation as a Related Service Form* after the 20th school day.
- By October 22, 2015, submit the *Transportation Summary* form indicating whether noncompliance is identified in transportation routes.
- If all routes are in compliance, check the appropriate box and submit the form.

- If routes are noncompliant, check the appropriate box, complete Table 1, and submit the form.

Class Size/Caseloads (Submit to the Monitoring Consultant assigned to your region)

- Complete and maintain *Special Education Instructional Class/Caseload Enrollment Form* and submit the forms only for which waivers are being requested.
- Complete the *Considerations When Requesting Class Size Waivers Form* and submit with each class size waiver request.
- Complete the *Considerations When Requesting Caseload Waivers form* and submit with each caseload waiver request.
- Complete the Class Size/Caseload Summary and submit with appropriate *Class Size/Caseload Waiver Request Forms* and documentation.
- If all class sizes and caseloads are in compliance with *NC Policies* check the appropriate box on *Class Size/Caseload Summary* form and submit the form.
- Submit all requests for waivers as soon as possible, but no later than October 22, 2015.

Additional Submission Requirements

Direct all questions regarding this submission to the Monitoring Consultant assigned to your region. Submit electronically or by mail. Do not fax. If submitting by mail, send to your Monitoring Consultant at:

**NC Department of Public Instruction
Exceptional Children Division
6356 Mail Service Center
Raleigh, NC 27699-6356**

Attn: _____, Monitoring Consultant